

# NEBRASKA VR TIME/LEAVE Staff/Supervisor Instructions (10/20/15)

Nebraska VR staff will complete time/leave in the QE2 electronic, web-based data system.

## TIMELINES

By the end of the third working day of the month, staff members' time/leave must be submitted. If a staff member is absent and cannot enter their time/leave, the supervisor will email, iChat or send hard copy the absent staff member's time/leave to the Administrative Associate (Cinda Wacker) at the State Office. The Administrative Associate will enter and submit the time/leave for the supervisor's approval. The Program Directors (Pat Bracken, Cheryl Ferree) are back-ups in the absence of the Administrative Associate.




By the end of the fourth working day of the month, all staff members' time/leave must be approved by their supervisors. If the supervisor is absent and cannot approve time/leave, the supervisor must have emailed, iChatted or sent hard copy the staff members' time/leave in advance of their absence to the VR Director (Mark Schultz) w/ "cc" to the Administrative Associate. The VR Director will approve the time/leave. In the absence of the VR Director, the Administrative Associate will approve the time/leave. The Program Directors are back-ups in the absence of the Administrative Associate.



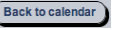
By the end of the fifth working day of the month, staff members' time/leave will be downloaded onto an Excel spreadsheet generated from QE2 and emailed to Paul Haas in NDE Accounting with "cc" to Pat Bracken, Pam Marker and Amy Spellman in NDE HR and Steve Bauers and Margaret Nehring in NDE Accounting. NDE Accounting will upload the time/leave spreadsheet information into Enterprise One for payroll.

## NDE ACCESS TO QE2

Paul Haas, Margaret Nehring, and Steve Bauers in NDE Accounting and Pam Marker, Joel Scherling, Amy Spellman, Deidre Smith and Jayne Uher in NDE HR have access to view staff members' QE2 approved time/leave and time certification for accounting, HR and audit purposes.

## INFORMATION FOR USING QE2 TIME/LEAVE (non-exempt & exempt staff members)

The following buttons are on many of the screens: , ,  and Back to calendar.

- A.  saves the hours you entered. Information entered on the screen will not be saved unless you select this button.
- B.  deletes the hours you previously entered.
- C. Back to calendar or  takes you back to the monthly timesheet.

## TO LOGIN TO QE2 (non-exempt & exempt staff members)

By the end of the third working day of the month, staff members' time/leave must be submitted. Following are instructions on how to access, enter and submit time/leave in QE2 time/leave:

1. Go to VRIS.
2. Click:








3. Login using the name and password you use to log into your computer:

### QE2 Login

Username:




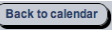
Password:

## Non-Exempt Staff Who Do Not Time Certify


- Click the  tab.
- Holiday hours are entered at the State Office.
- To navigate to the month to enter work/leave hours:
  - Click the arrows to find the chosen month and year , or
  - Scroll up or down to find the chosen month and year 
  - Click 
- To enter work hours by the month or day-by-day:
  - By the month (staff members who work 8 hours/day):
    - Click  which will load 8 work hours in every working day.

Or

- Day-by-day (Staff members who work 8 hours/day or equivalent based on FTE, 4-10 hours/day or 4-9 hours/day+4 hours):

- Click on the line under Work Hours  ←
- Enter the work hours in the Hours cell 
- Click 
- Click 

- To enter leave hours:



- Click on the Leave Hours blank line on the day of the leave  ← which will bring up the following screen:

Leave Type	Hours	Beginning Date	Ending Date	Comments	Delete/Save
-Select a Type -		10/30/2013 ...	October 30 2013		

[Back to calendar](#)

- Click and scroll to the leave type,

Leave Type	Hours	Beginning Date	Ending Date	Comments	Delete/Save
-Select a Type -		09/02/2009 ...	September 2 2009		
<ul style="list-style-type: none"> <li>190-Bereavement</li> <li>200-Civil</li> <li>210-Admin</li> <li>220-Injury</li> <li>230-Military Lv</li> <li>240-Holiday</li> <li>250-FMLA</li> <li>251-FMLA_Sick</li> <li>252-FMLA_Vacation</li> <li>253-FMLA_Comp</li> <li>260-Lve w/o pay</li> <li>30-Vacation</li> <li>40-Sick</li> <li>460-Susp Pd</li> <li>470-Susp w/o pay</li> <li>50-Comp Used</li> <li>520-WCompPhoS</li> </ul>					<a href="#">Back to calendar</a>

- Enter the amount of leave hours (partial hours are entered in tenths),
- Enter an ending date, if needed,
- Enter Comments, if needed, for your records. For staff who are using leave in hundredths, hundredths of hours must be entered in Comments. Comments are viewable by supervisors, leave administrators, and NDE HR/Accounting.
- Click .
- (If needed, enter another leave type, amount of leave hours, ending date, Comments, click .)

- Notice leave hours and types are at the bottom of each cell

- Click [Back to calendar](#)

- Notice at the bottom of the screen:

a. Monthly work hours are recorded:

Monthly Work Hrs. 153.5

b. Monthly Leave Summary records leave types and total hours of leave types:

Monthly Leave Summary	
Vacation	10.0
Holiday	14.0
Sick	2.0

c. Leave Days records day/date of the month, leave type and hours:

Leave Days	
Thu, 01/01/2009 ->	Holiday 8.0
Fri, 01/02/2009 ->	Vacation 4.0
Fri, 01/09/2009 ->	Vacation 4.0
Fri, 01/09/2009 ->	Sick 2.0
Mon, 01/19/2009 ->	Holiday 4.0

7. To delete leave hours:

Leave Hours
1.0

a. Click on the leave hours 1.0 ←,

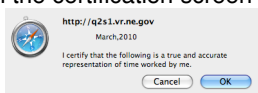
b. Click [Delete](#),

c. Click [Back to calendar](#)

8. By the end of the third working day of the month:

a. Click [Submit](#) at the bottom of the monthly calendar which will submit your leave/work hours to your supervisor.

b. Click [OK](#) on the certification screen which will certify that you are the employee who worked the designated

http://q2s1.vr.me.gov  
March 2010  
I certify that the following is a true and accurate representation of time worked by me.  
[Cancel](#) [OK](#)

work/leave hours

c. The following notice will appear if you have not recorded 40 hours per week.

You have weeks with less than 40.0 worked hours. Please verify the information!

You must fill in work and leave hours to total 40 hours (or your FTE equivalent) per week. You will not receive the notice if the last week of the month splits between current month and the following month because QE2 is programmed for Sunday through Saturday, 40 hours per week.

9. To change your work/leave hours after you clicked [Submit](#) and before your supervisor approves:

a. See #4, #5 and #7 above,

b. Click [Re-Submit](#) which will update and revise the work/leave hours on your supervisor's approval screen,

c. Click [OK](#) on the certification screen which will certify that you are the employee who worked the designated

http://q2s1.vr.me.gov  
March 2010  
I certify that the following is a true and accurate representation of time worked by me.  
[Cancel](#) [OK](#)

work/leave hours

10. To change your work/leave hours (**in the current month**) after your supervisor has approved, your supervisor, Administrative Associate or Program Directors will need to unapprove your timesheet so that you can update and resubmit (see #9 above). If your previously approved timesheet (**not current month**) needs to be unapproved, contact the Administrative Associate at the State Office.

11. To print your timesheet for your own records:

a. Click [Print](#) at the bottom of the timesheet.

## Exempt Staff Who Do Not Time Certify

1. Click the [Time Sheet](#) tab.

2. Holiday hours are entered at the State Office.

3. To navigate to the month to enter leave hours:

a. Click the arrows to find the chosen month and year “ ≤ ≥ ” ,  
or

a. Scroll up or down to find the chosen month and year [September](#) [2009](#)

b. Click [Go](#)

4. To enter leave hours:

Leave Hours
2

a. Click on the Leave Hours blank line on the day of the leave — ← which will bring up the following screen:

Leave Type	Hours	Beginning Date	Ending Date	Comments	Delete/Save
-Select a Type-		10/30/2013 ...	October 30 2013		Save

[Back to calendar](#)

b. Click and scroll to the leave type,

Leave Type	Hours	Beginning Date	Ending Date	Comments	Delete/Save
-Select a Type-		09/02/2009 ...	September 2 2009		Save

190-Bereavement  
 200-Civil  
 210-Admin  
 220-Injury  
 230-Military Lv  
 240-Holiday  
 250-FMLA  
 251-FMLA\_Sick  
 252-FMLA\_Vacation  
 253-FMLA\_Comp  
 260-Lve w/o pay  
 30-Vacation  
 40-Sick  
 460-Susp Pd  
 470-Susp w/o pay  
 50-comp used  
 520-WCompPho5

[Back to calendar](#)

c. Enter the amount of leave hours (partial hours are entered in tenths),

d. Enter an ending date, if needed,

e. Enter Comments, if needed, for your records. For staff who are using leave in hundredths, hundredths of hours must be entered in Comments. Comments are viewable by supervisors, leave administrators, and NDE HR/Accounting.

f. Click **Save**.

g. (If needed, enter another leave type, amount of leave hours, ending date, Comments, click **Save**.)

7
7.0 1.0V

h. Notice leave hours and types are at the bottom of each cell

i. Click **Back to calendar**

5. Notice at the bottom of the screen:

a. Monthly Leave Summary records leave types and total hours of leave types:

Monthly Leave Summary	
Vacation	18.0
Holiday	18.0
Sick	2.0

c. Leave Days records day/date of the month, leave type and hours:

Leave Days	
Thu, 01/01/2009 ->	Holiday 8.0
Fri, 01/02/2009 ->	Vacation 4.0
Fri, 01/09/2009 ->	Vacation 8.0
Fri, 01/09/2009 ->	Sick 2.0
Mon, 01/12/2009 ->	Holiday 8.0

6. To delete leave hours:

Leave Hours
1

a. Click on the leave hours 1.0 ←,

b. Click **Delete**,

c. Click **Back to calendar**.

7. By the end of the third working day of the month:

a. Click **Submit** at the bottom of the monthly calendar which will submit your timesheet to your supervisor,

b. Click **OK** on the certification screen which will certify that you are the employee who worked the designated

work/leave hours

http://q2x1.vr.ne.gov  
April 2010

I certify that the following is a true and accurate representation of time worked by me. I further certify that I have worked or been on approved leave for at least 40 hours (or equivalent hours based on FTE) each week of this pay period.

Cancel **OK**

8. To change your leave hours after you clicked

Submit
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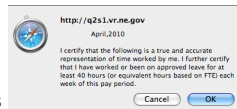
and before your supervisor approves:


a. See #4 and #6 above,

b. Click **Re-Submit** which will update and revise the leave hours on your supervisor's approval screen,

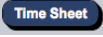



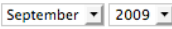


c. Click **OK** on the certification screen which will certify that you are the employee who worked the designated


work/leave hours



9. To change your leave hours **(in the current month)** after your supervisor has approved, your supervisor, Administrative Associate or Program Directors will need to unapprove your timesheet so that you can update and resubmit (see #8 above). If your previously approved timesheet **(not current month)** needs to be unapproved, contact the Administrative Associate at the State Office.
10. To print your timesheet for your own records:
  - a. Click  at the bottom of the timesheet.

## Non-Exempt and Exempt Staff Who Time Certify

1. Click the  tab.
  2. Holiday hours are entered at the State Office.
  3. To navigate to the month to enter work/leave hours:
    - a. Click the arrows to find the chosen month and year “    ”, or
    - a. Scroll up or down to find the chosen month and year 
    - b. Click 
  4. To enter all work hours in the Section 110 Basic Support (110) grant by the month or day-by-day:
    - a. By the month (staff members who work 8 hours/day):
      1. Click  which will load 8 work hours in the 110 grant in every working day.
- Or
- b. Day-by-day (Staff members who work 8 hours/day or equivalent based on FTE, 4-10 hours/day or 4-9 hours/day+4 hours):


1. Click on the line under Work Hours  ←
2. Click and enter the work hours in the Hours cell:

Work Hours 06/08/2015

Section 110 Basic Support, (110)	Hours: <input type="text" value="8.0"/>	06/08/2015 ... June 8 2015
Pre Employment Transition Services, (PETS)	Hours: <input type="text"/>	06/08/2015 ... June 8 2015


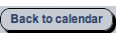
3. Click 
4. Click 

5. To enter work hours in the Section 110 Basic Support (110) and Pre-Employment Transition Services (PETS) grants:

- a. Click on the line under Work Hours  ←
- b. Click and enter the work hours in the Hours cell for each grant:

Work Hours 06/02/2015

Section 110 Basic Support, (110)	Hours: <input type="text" value="6"/>	06/02/2015 ... June 2 2015
Pre Employment Transition Services, (PETS)	Hours: <input type="text" value="2"/>	06/02/2015 ... June 2 2015

- c. Click 
- d. Click 

6. To enter leave hours:

Leave Hours
2

a. Click on the Leave Hours blank line on the day of the leave — which will bring up the following screen:

Leave Type	Hours	Beginning Date	Ending Date	Comments	Delete/Save
--Select a Type--		10/30/2013 ...	October 30 2013		Save

[Back to calendar](#)

b. Click and scroll to the leave type:

Leave Type	Hours	Beginning Date	Ending Date	Comments	Delete/Save
<div> --Select a Type--  190-Bereavement  200-Civil  210-Admin  220-Injury  230-Military Lv  240-Holiday  250-FMLA  251-FMLA_Sick  252-FMLA_Vacation  253-FMLA_Comp  260-Line w/o pay  30-Vacation  40-Sick  460-Susp Pd  470-Susp w/o pay  50-Comp Used  520-WCompPho5 </div>		09/02/2009 ...	September 2 2009		Save

[Back to calendar](#)

c. Enter the amount of leave hours (partial hours are entered in tenths),

d. Enter an ending date, if needed,

e. Enter Comments, if needed, for your records. For staff who are using leave in hundredths, hundredths of hours must be entered in Comments. Comments are viewable by staff, supervisors, leave administrators, and NDE HR/Accounting.

f. Click **Save**.

g. (If needed, enter another leave type, amount of leave hours, ending date, Comments, click **Save**.)

7

h. Notice leave hours and types are at the bottom of each cell

7.0 1.0V  
1.0V

i. Click [Back to calendar](#)

7. Notice at the bottom of the screen:

a. Monthly work hours are recorded:

Monthly Work Hrs. 153.5

b. Monthly Leave Summary records leave types and total hours of leave types:

Monthly Leave Summary

Vacation	10.0
Holiday	14.0
Sick	2.0

c. Leave Days records day/date of the month, leave type and hours:

Leave Days
Thu, 01/01/2009 -> Holiday 8.0
Fri, 01/02/2009 -> Vacation 8.0
Fri, 01/09/2009 -> Vacation 8.0
Fri, 01/09/2009 -> Sick 2.0
Mon, 01/19/2009 -> Holiday 8.0

8. To delete leave hours:

Leave Hours
1

a. Click on the leave hours 1.0 ←,

b. Click **Delete**,

c. Click [Back to calendar](#)

9. By the end of the third working day of the month:

a. Click **Submit** at the bottom of the monthly calendar which will submit your leave/work hours to your supervisor.

b. Click **OK** on the certification screen which will certify that you are the employee who worked the designated

http://q2s1.vr.ne.gov

March 2010

I certify that the following is a true and accurate representation of time worked by me.




Cancel OK

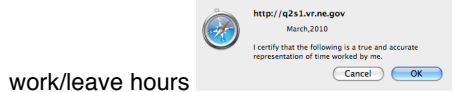
work/leave hours

c. The following notice will appear if you have not worked 40 hours per week.


You have weeks with less than 40.0 worked hours. Please verify the information!

You must fill in work and leave hours to total 40 hours (or your FTE equivalent) per week. You will not receive the notice if the last week of the month splits between current month and the following month because QE2 is programmed for Sunday through Saturday, 40 hours per week.

10. To change your work/leave hours after you clicked  and before your supervisor approves:
  - a. See #4, #5 and #6 above,
  - b. Click  which will update and revise the work/leave hours on your supervisor's approval screen,
  - c. Click  on the certification screen which will certify that you are the employee who worked the designated



work/leave hours

11. To change your work/leave hours **(in the current month)** after your supervisor has approved, your supervisor, Administrative Associate or Program Directors will need to unapprove your timesheet so that you can update and resubmit (see #9 above). If your previously approved timesheet **(not current month)** needs to be unapproved, contact the Administrative Associate at the State Office.
12. To print your timesheet for your own records:
  - a. Click  at the bottom of the timesheet.

### APPROVAL OF TIME/LEAVE BY SUPERVISOR

By the end of the fourth working day of the month, all staff members' time/leave must be approved by their supervisors. Following are instructions on how to access and approve time/leave in QE2 time/leave.

#### TO LOGIN

1. Go to VRIS.
2. Click:





3. Login using the name and password you use to log into VRIS:

#### QE2 Login

Username:


Password:

4. To view all team members' submitted time/leave:
  - a. Click the  tab.
5. (Optional) Click  to navigate to the staff member's leave report.



- a. If there are team members who are using leave in hundredths, the leave in hundredths will be viewable by clicking

Comments

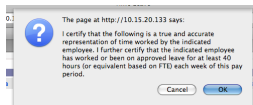
and in

- b. If you navigated to the staff member's leave report, click the  tab to view all team members' time/leave.

6. To approve staff members' time/leave:

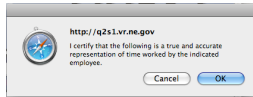
- a. Click .
  - b. Click  on the supervisor's approval screen certifying that the information is a true and accurate representation of time worked by the staff member and that the staff member has worked at least 40 hours (or equivalent based on FTE) each week of the pay period:

Leave Hours
2



for exempt

and



for non-exempt

7. To unapprove a staff member's current timesheet:

- Click the **List of approved leave** tab
- Click **Un-Approve** on the Staff Members approved screen:



- Click the **Back to Approvals** tab
- If a staff member's previously approved timesheet needs to be unapproved (**not current month**), contact the Administrative Associate at the State Office.

8. To view the staff members who have approved time/leave:

- Click the **List of approved leave** tab.

9. To view the staff members who have not submitted their time/leave:

- Click the **List of unsubmitted leave** tab.

10. To print the supervisor's monthly leave report, if needed, for your records:

- Click **Print Report** tab.
- Scroll to the month and year of the approved report you want to print.
- Click **Report**.
- If there are staff members with unapproved leave and/or work hours, you will be required to approve the hours before you can print.
- If you want a hard copy of the monthly supervisor's leave report for your records, click the **Printable Report(PDF)** tab.



f. To return to the supervisor's approval screen:

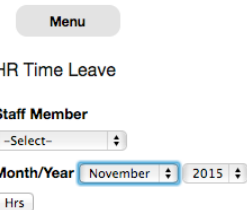
- Click the **Back to Approvals** tab.

11. To view a staff member's previously approved timesheet:

- Go to Main Menu.
- Click **Previous Leave** on the Main Menu:

Main Menu Time Sheet Approve Time Sheets Previous Leave Logout

c. Click and scroll to the staff member's name, month and year:



- Click **Hrs**.